

2008-2010 HIV Prevention Grant Announcement

Frequently Asked Questions

General

- Q. Should we submit Memorandum of Understandings or letters of support or both?
- A. A MOU should be included when there is a specific collaboration between agencies or departments, outlining the specific roles and responsibilities of each agency, terms of the collaboration and guidelines to determine the effectiveness of the collaboration. Letters of support aren't needed and won't add any merit to the application.
- Q. If collaborating, could we both have the same MOUs?
- A. Yes. But the roles and responsibilities for each agency should be clearly defined in the MOU, and each agency should include the MOU in their respective applications.
- Q. Can the effective period be for more than one year?
- A. No. The contracted services are for one year, and may be extended at the discretion of the Utah Department of Health. However, it is strongly encouraged that each agency write the application as though funding will be approved for all three years.
- Q. On the cover page, is the total amount requested just for one year?
- A. Yes
- Q. Will it be taken into consideration that the ethnic contractors only had a 2 year grant cycle and were cut off for third year?
- A. Yes
- Q. If my agency is funded, will I receive a check for the awarded amount on January, 1?
- A. No. This grant is a reimbursement based grant, which means that the agency will deliver services, and submit an expense claim to the Utah Department of Health for reimbursement.
- Q. How do I know what agencies I can coordinate with?
- A. www.health.utah.gov/cdc/hiv_prev/htm contains a listing of the current HIV related providers.
- Q. Will there be any exceptions to the 15 page limit for the body of the application?
- A. No

Evaluation

- Q. What would be an efficient way of showing behavior change?
- A. Post-intervention evaluation asking questions about intent to change can be a valuable tool.
- Q. Could you use a behavioral contract?
- A. Yes
- Q. Where is a good place to find statewide demographic statistics?
- A. For general State of Utah demographics and statistics www.utah.gov provides multiple resources, for statewide HIV related statistics www.health.utah.gov/cdc.

Interventions and Budget

Q. Since the DEBIs have included budgets, how do we include that in our budget forms?

A. Modify each budget to meet the needs of your DEBI to be implemented in Utah.

Q. Do I have to use a DEBI Intervention? What if there isn't one that fits my target population?

A. You do not have to use one of the outlined DEBIs. However, it is the intervention you choose must be scientifically proven effective. Many of the DEBIs can be modified to work with many different populations and sub-populations. Contact the HPP for technical assistance.

Q. Do we need to include rapid test kits in the budget?

A. Yes. And all other testing costs as well.

Q. Can we use OraQuick Advance or Clearview rapid tests?

A. Yes. The suggested test device for clinic or fixed-wall testing is Clearview and outreach or mobile location is OraQuick ADVANCE.

Q. How do I calculate fringe for personnel?

A. Contact your business office to determine this percentage.

Q. If our agency is subcontracting with another agency, how do I include that in the budget?

A. There is no difference in the proposed budget. The subcontract agreement should be enclosed in the application as an attachment.

Q. Are FICA and employee taxes fringe or overhead?

A. Both are classified by the Office of Management and Budget Circular No. A-122, as indirect expenses.

Q. Can we only ask for 10% fringe?

A. Yes. This is a requirement as listed in the Office of Management and Budget Circular No. A-122.

Q. If two agencies share the implementation of an intervention, how do we report numbers so we are not showing duplicates?

A. The Memorandum of Understanding (MOU) will define how numbers are reported.

Q. Is there one budget form for each intervention?

A. Yes. The budget form is available on the HIV Prevention Program web-site.

http://health.utah.gov/cdc/hiv_prev.htm

Q. How will I know what trainings I need?

A. Training and education requirements will be specific to each DEBI intervention. Required education is listed in Section II, subsection H or page 10 of the Grant Announcement.

Q. Do we submit a separate budget form for each intervention and target population?

A. Yes

Q. Are the dollar amounts for each population the total of what will be awarded for that population statewide?

A. Yes

Q. Is the minimum grant award amount of \$15,000 for each intervention?

A. No. The minimum grant award is \$15,000, but individual intervention awards may be any amount below \$15,000

Application Scoring

- Q. If we have never applied for or received funding before, will we be automatically docked 10 points?
- A. No. The applicant should describe their previous experience working with the target population and/or HIV Prevention and this will be considered as "Past Performance".
- Q. Will the review committee request that we give an oral presentation of our application?
- A. The review committee may, at their discretion, request an oral presentation from any of the applicants. The Utah Department of Health will not actively influence or dissuade the committee from requesting a presentation.
- Q. How many agencies are expected to apply for these funds? How many have applied in the past?
- A. Our best estimate is that 20 to 30 applications will be submitted, based upon previous grant announcements.
- Q. How many agencies are currently receiving funding?
- A. 10 Local Health Departments and 10 community partners.